

SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: vip@azdoa.gov

Entire document MUST be completed	
Section 1	
Requesting Agency: ADOA/Human Resources	
Vendor: IPMA- HR Certification	Estimated Cost: \$1,095.00
Section 2	
Brief description of materials or services: IPMA Certification: Certifies Personnel Managers	
Section 3	
Briefly describe why this procurement is Sole Source and why there is only a single source available: IPMA is sole provider of this particular certification (Certified Personnel Managers)	
Duration of this Sole Source procurement: July 1, 2007 – June 30, 2008	
Briefly describe the efforts made to seek other sources: ADOA Procurement verified this fact using the following methods: internet search, checking with local training companies who have provided similar certifications to this agency in the past and current State Contracts. After exhausting all these avenues, we have determined that IMPA Certification is sole propriatery.	

Send comments to the following individual:

Requesting Agency Contact Information	
Buyers Name and Title: Helen Garcia	
Phone Number: 602-542-2090	Email Address: Helen.garcia@azdoa.gov

State Procurement Website Posting Information	
R2-7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: July 31, 200728, 2007	Date Closed: August 7, 2007